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May 3, 2002

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To: Community Care for the Aged and Disabled (CCAD) Providers
Community Based Alternatives (CBA) Providers
Community Living Assistance and Support Services (CLASS) Providers
Program for People who are Deaf-Blind with Multiple Disabilities (DB-MD) Providers
Consolidated Waiver Program (CWP) Providers

Subject: Long Term Care (LTC)
Information Letter No. 02-10
Discontinuation of Printed Versions of Long Term Care Services (LTCS) Information Letters and Policy Clarifications

Effective June 1, 2002, the Texas Department of Human Services (DHS) will discontinue the mailing of printed versions of Long Term Care Services (LTCS) Policy Clarifications and Information Letters, as well as Claims Management System (CMS) Information Letters. LTCS Policy Clarifications and Information Letters will be available only on the Internet.

All new and past policy clarifications and information letters are available on the Internet at the Community Care homepage:

<http://www.dhs.state.tx.us/programs/communitycare/index.html>

Please refer to Information Letter 01-17, Electronic Access to Program Rules and Handbooks, dated September 14, 2001.

For six months after the date of this letter, DHS will provide printed versions of LTCS Policy Clarifications and Information Letters to any provider that requests these letters. After the initial six-month period, this courtesy will cease, and providers will be responsible for accessing all policy letters via the Internet.

To request printed versions of policy letters during this six-month period, please submit a written request to your contract manager. The request **must** include the following information:

- Contact Name
- Provider Name
- Vendor Number
- Complete Mailing Address
- What Printed Material is being Requested

Please note that providers remain responsible for ensuring they have incorporated any policy changes or information letters into their own procedures.

An electronic version of this letter, as well as past Community Care Information Letters can be accessed at
<http://www.dhs.state.tx.us/programs/communitycare/infoletters/index.html>.

Please contact your contract manager or other designated DHS contact, if you have any further questions regarding this information.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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